



Facebook Groups

Lessons for Practitioners

Facebook has tools to bring your learners together



WITH FUNDING FROM



This resource created in collaboration with:



Youth Empowering Parents

Facebook Groups

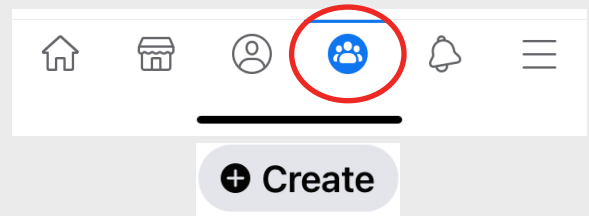
1



Find the Facebook app

- Look for the Facebook app on your device's home screen
- Tap on the Facebook app to open it
- If Facebook isn't installed on your device, open the App Store. You can search for **Facebook** and download the app. If you've never downloaded apps before, do [this lesson](#) first. If you've never used Facebook before, do [this lesson](#) first.

2



Create a Facebook Group

- A good way to reach your learners on Facebook is by creating a **Facebook Group**. Groups are Facebook pages for people who share a common interest. There are Facebook Groups for organizations, businesses, classes, and a lot more. A group is the best way to reach your learners with Facebook's teaching tools.
- Click on the **Groups** icon at the top of the Facebook page. Then, click on **Create**.

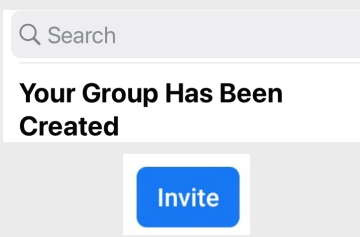
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A screenshot of the 'Create Group' form in the Facebook app. It shows a search bar with a close button (X) and the text 'Create Group'. Below the search bar is a 'Name' field with the text 'Morden Adult Literacy Centre'. Below the name field is a 'Privacy' dropdown menu with the text 'Choose privacy' and a downward arrow.

Choose a name and privacy level

- Type a **Group Name**. This can be the name of your organization, or another name for your group of learners.
- Next, choose your **Privacy Level**. **Public** means anyone can see posts in your group. **Private** means only members of your group can see posts. You can make more than one group, like a public group for important announcements, and a private group for your learners to use.
- Once you're finished, tap **Create Group**

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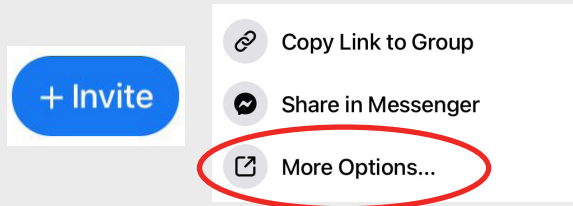


Invite people to your group

- You can invite Facebook friends to your group by searching for their names and tapping **Invite**
- When you're finished, or if you don't want to add anyone to your group yet, tap **Done**

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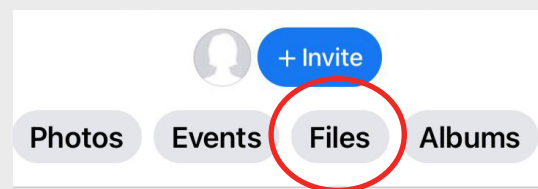
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Add learners to your group

- You can add new learners to your group at any time by tapping the **Invite** icon at the top of the page
- You can email an invitation to join your group by tapping **More Options** and selecting your email app

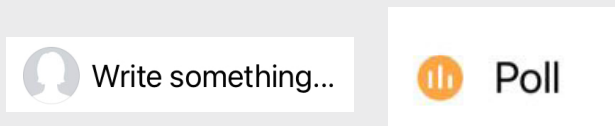
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Add files

- You can add files to your Facebook Group by tapping **Files**
- You can add documents, images, or video clips from your device. Tap on the file you want to upload and Facebook will add it to your group.

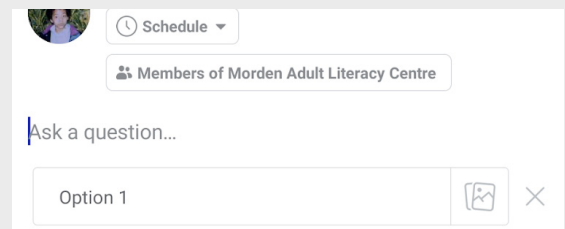
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Create a poll

- You can create a poll to ask your learners to vote on answers to a question. For example, you could ask when your learners are available for an event or ask their opinion on a topic.
- Tap **Write something**, located under the **Invite** icon, and then select **Poll**

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Add a question and some answers

- Tap **Ask a question** and type a question for your poll
- Tap the **Option** boxes to type answers your learners can choose from. You can add more by clicking **Add Option**. You can remove an answer by clicking on the **X** to the right of it.
- When you're ready to post your poll, tap **Post** on the top right of your screen. If you'd like to schedule it for later, tap **Schedule** and select a date and time.

Facebook Groups

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created a poll in **Morden**
Centre.

Delete posts

- You can delete a post at any time by tapping the three dots at the top right of the post and then tapping **Delete**
- You can delete posts you've made, or posts other group members have made